

**UNIVERSITY OF THE PHILIPPINES**

**DILIMAN**

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**OFFICE OF THE CHANCELLOR**

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26 November 2018

MEMORANDUM NO. MLT-18-256

TO : Deans, Directors, Heads of Units, Faculty, REPS and Staff  
Information Officers/Data Privacy Compliance Focal Persons

SUBJECT : **Records Management and Data Privacy Capacity Building  
Seminars**

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In today's information age, records management and data privacy are vital competencies required in work, communications and even exercise of rights.

To equip our University with integrated knowledge of records management and data privacy, the School of Library and Information Sciences (SLIS) and the Data Protection Team (DPT) shall jointly conduct Records Management and Data Privacy Capacity Building Seminars to all academic units and administrative offices of UP Diliman. The seminars seek to train our faculty, REPS and staff in the effective record keeping and proper handling of personal data.

All Information Officers/Data Privacy Compliance Focal Persons are required to send an email to [grace@slis.upd.edu.ph](mailto:grace@slis.upd.edu.ph) and [privacy.diliman@up.edu.ph](mailto:privacy.diliman@up.edu.ph) to schedule a whole day seminar from 8:30 AM to 5:30 PM to be conducted in their UP Diliman unit or office.

All faculty, REPS and staff are required to attend the scheduled Seminar for their unit or office.



**MICHAEL L. TAN, PhD**  
Chancellor